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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Staff Study, Reorganization of Office of Training

I. The Problem

What changes should be effected in the organizational structure of the Office of Training at the present time in order to provide for a gradual cohesion of the covert and overt elements?

II. Discussion

A. AUTHORIZATION AND SCOPE OF STUDY - Conducted at the request of the Director of Training with major emphasis upon the overt elements. The scope conformed to the desires of the Director of Training and represents the first of a series of studies which will be necessary in order to merge efficiently certain overt and covert training elements.

B. MAJOR CHANGES PROPOSED - Recommendations, contained herein, if approved, will have the following effects:

1. Centralization of administration and training aid support.

2. More easily defined supervisory relationships through the pulling together of the overt and covert elements under their respective Deputy Directors of Training.

3. Provision for expansion of certain significant functions, such as career development, orientation and briefing, and language training, consistent with apparent need.

4. The addition of 40 positions to provide for increased production in training aids, language training, assessment and evaluation, together with increased emphasis upon intelligence training.

C. FUTURE CHANGES ANTICIPATED - Because a gradual reorganization of the training activity appears desirable, it will be necessary to examine at some future time, perhaps within six months, the desirability of further staff centralization. An examination should be made to evaluate the appropriateness of the existing practice of paying the employees of the Office of Training (Special) from unvouchered funds. It will also be necessary to examine the substantive course content

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throughout the training activity in order to determine the practicability of certain changes, concerning which the following might be typical:

1. Centralization of reading improvement instruction.

2. Agency-wide coverage on certain types of courses, particularly those of an overt nature being given by the covert training elements at the present time.

3. Staff supervisory relationships and direct responsibilities of the Office of Training with respect to training being conducted by other Agency Offices such as security indoctrination lectures and operational training projects, particularly those within OPC.

III. Recommendations - It is recommended that:

A. The present organizational structure of the Office of Training (see Exhibit A) be converted to that portrayed in Exhibit B.

B. The organizational responsibilities portrayed in Exhibit C be approved pending further study. (The Director has previously authorized inclusion of certain briefing and presentation responsibilities in the Training Office's mission.)

C. The T/O proposed in Exhibit D be approved, pending additional study of the covert elements of the Office of Training.

SIGNED
[redacted]
Advisor for Management

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Concurrences:

Director of Training

Assistant Director (Personnel)

Comptroller

Copy to Training Offic

Approved:
Deputy Director
(Administration)

Attachments: 4
Exhibits A, B, C, D.

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